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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 109-2012

Job Vacancy

October 23, 2012

OPEN TO: All Interested Candidates

POSITION: **USAID Project Management Assistant (0011870Q)**

OPENING DATE: Tuesday, October 23, 2012

CLOSING DATE: Tuesday, November 6, 2012 at 4:00 p.m. Bogotá Time

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-8 Col. Ps. \$39,538,411.00 - Col Ps. \$65,238,379.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of **USAID Project Management Assistant** in the Office of Consolidation, Land and Livelihoods.

TO APPLY

- If you meet all the requirements for this position, please submit the Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHRApplicationForm@state.gov or BogotaHR@usaid.gov
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B – 27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

BASIC FUNCTION OF POSITION

This position is located in the Office of Consolidation, Land and Livelihoods and directly reports to the CLL Deputy Director.

The incumbent shall serve as Budget Analyst in the Offices of Consolidation Land and Livelihoods (CLL) and the Office of Environment (ENV) of the USAID/Colombia Mission in Bogota. The incumbent will have a

variety of responsibilities for budget planning, management and reporting, as well as general office administration and information management across the portfolio. The incumbent will report directly to the CLL Deputy Office Director.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Financial Management and Reporting

1. Budget:

- As the budget liaison h/she is in close coordination with the Program Office (PO) and the Office of Financial Management (OFM) to assure effective budget management for the CLL and ENV portfolios. The incumbent will help coordinate and maintain the annual budgets for the CLL and ENV portfolios by preparing various budget reports as required. The employee will be responsible for tracking the CLL and ENV budgets and following up on procurement actions and financial plans as necessary. H/she creates budget scenarios which will be critical during the preparation of the Operational Plans. The Budget Analyst will serve as the point of contact and will coordinate with the Program Office and the Office of Financial Management during the preparation of the Operational Plan.
- On a quarterly basis, and in coordination with PO, the employee will contribute to the preparation and analysis of the Ops Master. Through h/her involvement in the day-to-day financial management of the portfolios, the incumbent will have the knowledge necessary to provide information for the Ops Master.
- In coordination with OFM and each AOR/COR (contract/grant managers), each quarter the employee will prepare quarterly a financial analysis of the CLL and ENV portfolios. This analysis may include: pipeline worksheets, burn rates (rates at which money is being spent), mortgages, expenditure projections and new sub-obligation plans by instrument (contract/grant) for the quarter. This type of analysis is used to plan procurement actions, funding needs and pipeline reviews.
- The Budget Analyst in coordination with OFM will keep track of the availability of old funds and contributes to the 1311 review process.

2. Accounting:

- On a quarterly basis, and in coordination with OFM, the incumbent will gather and prepare accrual information in coordination with the contractors/grantees and AORs/CORs. AORs/CORs are responsible for providing accrual information for the instruments they manage.
- On a quarterly basis the Budget Analyst should participate in the 1311 Review process in coordination with OFM.

In general, the Budget Analyst will serve as a liaison between the CLL and ENV offices, the PO and OFM on program and administrative budget issues. In addition, the Budget Analyst ensures timely reporting of all programmatic and financial requirements as defined by USAID regulations.

3. Procurement:

The incumbent will coordinate with the Office of Acquisition and Assistance (OAA) on procurement-related matters, such as preparing and updating the annual procurement plan and monitoring the completion of the obligation/procurement process. H/she ensures that sub-obligation actions and documentation for the CLL & ENV portfolios are prepared following appropriate Mission guidance and regulations. The incumbent will be required to obtain GLAAS (Global Acquisition and Assistance System- the USG procurement tracking system) certification and access in order to monitor the clearance process of project procurement through the GLAAS system the portfolio of both offices. H/she will ensure the completion of the procurement/obligation or de-obligation processes and develops and monitors budgets related to program activities.

In addition, h/she will provide support to the AORs/CORs for the contract/grant close-out process in coordination with OAA and OFM.

B. Other

1. The incumbent will be required to prepare special reports and charts regarding the Technical Team's financial situation.
2. H/she will attend meetings as backup for AORs/CORs of some activities.
3. H/she will provide support in preparing documentation and following-up on audit recommendation.
4. The incumbent will be the key person to provide assistance and prepare information for the portfolio reviews in coordination with the Program Office.
5. In coordination with the Program Office, the employee will need to track the implementation of earmarked funds.
6. The employee shall actively participate in other team activities, becoming fully informed of all substantive and administrative implementation issues confronted by the teams. As a team member, h/she will be assigned other tasks which require further collaboration with both the CLL and ENV teams.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education: A bachelor's degree in finance/accounting, public administration, or business administration is required.

b. Prior Work Experience: Minimum five years of professional experience in accounting and administrative management.

c. Language Proficiency: Fluency in English (level IV) and Spanish (level IV). Both oral and written is required.

d. Knowledge: In-depth knowledge and experience in financial management, business administration or project implementation is required. Practical or academic knowledge of humanitarian relief and development, as well as a good working knowledge of political and economic conditions in Colombia is required. A good understanding of issues related to the work of international organizations and development programs is required.

e. Abilities and Skills:

Must demonstrate strong communications and interpersonal and team work skills, as well as excellent organizational and analytical skills. Proven ability to work independently with minimal supervision or guidance is required. Must have strong operational and management skills; must have computer skills and have experience with Microsoft Office, Excel and other software programs and applications. Must demonstrate the ability to multi-task and conceptualize both strategically and programmatically. Must demonstrate oral and written ability to communicate clearly and concisely and have experience in the preparation of technical reports. Must be able to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior USG officials, other donors, foreign government representatives and local governments. Must have the ability to learn and explain USAID development programs, objectives and procedures.

POSITION ELEMENTS:

a. Supervision Received: The incumbent will report to the Deputy Director of the CLL office and work closely with all members of the CLL and ENV teams. Duties and responsibilities are carried out under broad guidance from the supervisor, and carry broad latitude for discretionary judgment and responsibility.

In carrying out specific assignments, the incumbent will work closely with other teams within USAID/Colombia staff, from the US Embassy, Government of Colombia (GOC) and civil society counterparts.

b. Available Guidelines: The USAID Administrative Directives Series (ADS – the USAID system for rules and regulations) pertaining to project management; Mission Orders and other established USAID/Colombia administrative procedures and regulations.

c. Exercise of Judgment: Considerable judgment is required in analyzing and preparing relevant budget and financial reporting documents; evaluating the relevance and reliability of financial information and the preparation and presentation of budget management and financial briefings.

d. Authority to Make Commitments: None

e. Nature, Level and Purpose of Contacts: The incumbent will be required to establish and maintain mid-level contacts with contractors, grantees, the private sector, non-governmental organizations (NGOs), universities, associations, citizen groups and individuals within the national and local government. Close contact is also maintained with the Office Director, Deputy Director and USAID Front Office Management, and with mid-level Embassy officials.

f. Supervision Exercised: This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties: One year

SELECTION CRITERIA

30 points: Evidence of strong English/Spanish skills.

25 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills

25 points: Must possess strong analytical, communication and sound judgment is required to identify problems and make recommendations for solutions and problem solving.

20 points: Work experience demonstrated in finance/accounting and administrative management.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID) BY TUESDAY, NOVEMBER 6, 2012 NOT LATER THAN 4:00 P.M. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

*USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.*